Department of Planning, Public Policy and Management
Internship Posting Form

Use tab or arrow keys to move between fields.

**Organization Information**

<table>
<thead>
<tr>
<th>Name of Organization</th>
<th>Mount Pisgah Arboretum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Address</td>
<td></td>
</tr>
<tr>
<td>City, State Zip Code</td>
<td></td>
</tr>
<tr>
<td>Web Site</td>
<td><a href="http://www.efn.org/~mtpisgah">www.efn.org/~mtpisgah</a></td>
</tr>
</tbody>
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**Description of Organization:** Brief summary of organization and work environment. (No more than 100 words)

Mount Pisgah Arboretum is a 209 acre site on the slopes of Mount Pisgah, along the Coast For of the Willamette River, approximately 5 miles from UO.

**Internship Title and Description:** What will the student learn? Describe anticipated tasks and responsibilities. If internship is a project, describe type and scope. Indicate if travel is required. If your description exceeds 200 words, attach a separate sheet.

**Education Program Intern**

The intern will work with the Education Manager, planning, organizing and entering data for the K-5 school field trip program, *Spring Discovery Tours*, and revising environmental education lesson plans for teachers and students participating in the program. Tasks may include:

- Scheduling schools
- Improving program database
- Tracking income and expenses
- Communicating with teachers
- Preparing nature guide training materials
- Assisting at training sessions
- Hosting during the school program
- Revising environmental education materials
**Qualifications:** Describe the general knowledge and skills required. Note any preferred skills. (No more than 100 words)

**General knowledge and skills required:**
- Excellent writing skills
- Good organizational skills
- Mac proficient (Excel, Filemaker, Word, InDesign)
- Friendly manner
- Strong interest in Environmental Education

**Hours:** The academic term is 10 weeks.

Anticipated hours/week: Time Commitment: 10-20 hours per week, March 1-June 10 (Spring 2008 with additional hours to be negotiated with Education Manager).

**Pay:** Indicate if internship is paid and if so, whether the pay is an hourly wage or stipend.

Yes ☒ Hourly Wage: $8.50-$9.00 per hour Stipend:

No ☐

**Term of Internship:** Internships are offered on an academic term basis. Students secure their placements in the term prior to the start of the internship. The date in parenthesis indicates your deadline for submitting an internship posting. Indicate the academic term(s) or “ongoing” if the internship is continually available.

Fall (Aug. 15) ☐ Winter (Nov. 15) ☐ Spring (Feb. 15) ☒ Summer (May 15) ☐ Ongoing ☐

**Student Application Procedure & Deadline**

☒ E-mail cover letter and résumé to site supervisor

Other: Application Deadline:

**Contact Information**

<table>
<thead>
<tr>
<th>Site Supervisor</th>
<th>Fran Rosenthal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Education Manager</td>
</tr>
<tr>
<td>Work Phone</td>
<td>747-1504</td>
</tr>
<tr>
<td>E-mail Address</td>
<td><a href="mailto:mtpisgfr@efn.org">mtpisgfr@efn.org</a></td>
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